

Manchester Community Schools - Board of Education Regular Meeting - In-Person
Jr/Sr High School Media Center - 20500 Dutch Dr., Manchester, MI
January 20, 2026 @ 6:00pm

Official Meeting Minutes - Regular Meeting

The Regular Board of Education meeting was called to order by President Sandra Wiitala at 6:21pm.

Members present: Sandra Wiitala, Michael Tindall, Jennifer Caszatt, Colleen Schoenfeld, Rebecca Harvey, Christine Deacons

Absent: Brandon Woods

The Agenda was approved with a note to review the Treasurer's Report documents for the next meeting. Motion by Wiitala, support by Tindall. All yes (6-0)

Motion by Schoenfeld, support by Wiitala to approve the Minutes of the:

- Regular Board of Education Meeting on December 15, 2026
- Closed Meeting Minutes on December 15, 2026
- Board Operating Procedures Committee Meeting on January 5, 2026
- Finance Committee Meeting on January 13, 2026
- Capital Improvement Committee Meeting Minutes on January 14, 2026

Vote: Yes (6-0)

TREASURES REPORT

The Agenda was approved with a note to review the Treasurer's Report documents for the next meeting. Motion by Wiitala, support by Tindall. Vote yes (6-0)

COMMUNICATION - None

OLD BUSINESS

- A. Propane Bus Purchase - The Board approved the proposed Propane Bus purchase as presented. Motion by Tindall. Support by Wiitala. Vote Yes 5-1. Nay Harvey
- B. Budget Amendments - Shannon Cajic presented the Following Budget Amendments
 - a. General Fund Amendment - The Board accepted the General Fund Amendment as presented. Motion by Deacons, support by Tindall. Vote yes (5-0) Harvey left 6:45pm
 - b. Community Service Amendment - The Board accepted the Community Service Amendment as presented. Motion by Deacons, support by Caszatt. Vote yes (5-0)
 - c. Food Service Amendment - The Board accepted the Food Service Amendment as presented. Motion by Wiitala, support by Caszatt. Vote yes (6-0) Harvey returned 7:06pm
 - d. Student Activity Amendment - The Board accepted the Student Activity Amendment as presented. Motion by Schoenfeld, support by Tindall. Vote yes (6-0)
 - e. Capital Projects Fund Amendment - The Board accepted the Capital Projects Fund Amendment as presented. Motion by Schoenfeld, support by Tindall. Vote yes (6-0)

New Business

- A. Manchester Community Schools-Manchester Education Association Letter of Agreement - The Board accepted the proposed Letter of Agreement as presented. Motion by Deacons, support by Tindall. Vote yes (6-0)
- B. Board Operating Procedures - The Board reviewed and discussed a First Looks for the following new operating policies.
 - 1. Board Member Trustee Code of Conduct
 - 2. Board Member Meeting Preparation

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- C. Bond Authorizing Resolution - The Board approved the 2026 School Building Site Bonds, Series II Resolution as presented. Motion by Schoenfeld. Support by Tindall. Vote yes (6-0)
- D. Capital Improvement Committee Update
 - 1. Riverside Intermediate School Update
 - a. The Board approved the Capital Improvement Committee's recommendation of the Contract Recommendations for the Riverside Intermediate School Bond Project. Motion by Harvey, support by TIndall. Vote yes (6-0)

PERSONNEL

New Hires

Department	Position	Name	As of Date	District	3rd Party
Klager/Riverside	Literacy Coach/Reading Interventionist	Adrienne Thompson	2/2/2026	X	

Exiting District

Department	Position	Name	As of Date	District	3rd Party
Technology	Technology Director	Benjamin Bruursema	1/30/2026	X	

Exiting personnel were accepted as presented. The Board stated that Director Bruursema would be missed. Motion by Tindall, support from Deacons. Vote yes (6-0)

DISCUSSION ITEMS/REPORTS

- A. Klager / MECC - It was another successful year with our local law enforcement as students joined the Washtenaw County Sheriff's Department and first responders for a fun day of holiday shopping, gift wrapping, Santa visiting, and face painting. Our last leadership rendezvous recognized some amazing student leaders! The Klager PBIS Committee is building up our Positive Behavior Intervention & Support framework. This year we have launched our acronym KIDS which stands for Kind, Independent, Determined, & Successful! Students.
- B. Riverside - Our students did a really nice job integrating back into the school setting, and we had to spend very little time reviewing our expectations. We are excited about the second half of the school year and looking forward to having a positive impact on our students!
- C. Jr. - Sr. High School - As we reach the halfway point of the academic year, our school community has officially launched into the second semester with strong momentum. This time of year provides an important opportunity to reflect on progress, celebrate accomplishments, and look ahead to the exciting months to come.
- D. Athletics - Manchester will be hosting Boys Wrestling Team Districts on Thursday Feb. 12th and hosting Boys Basketball Districts on Feb, 23rd, 25th, and 27th. Spring sports will begin practice on March 9th. Hillsdale and Stockbridge have officially joined the Cascades Conference beginning the 2027-28 school year, which will bring the conference back to 12 teams.

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- E. Special Education - At the MCS Administration meeting, we discussed the need for a full-time, in-person, on-site School Social Worker to better accommodate the needs of both students and the district. I will be reaching out to and following up with recruiting agency representatives regarding this position.
- F. Special Services - Perception Surveys Sent out to Students, Staff, and Parents (thank you Building Leaders!) Perception Surveys (once created), will be sent to students, staff, and parents to accumulate data. Perception data is important because it provides a qualitative view of the learning environment, revealing insights into students and parent attitudes, feelings, and experiences that quantitative data like test scores cannot. This data helps our schools identify areas of improvement, informs strategic planning, and allows for the development of targeted support for students and staff. It also helps measure and improve areas like school climate, student-teacher relationships, classroom management, and curriculum relevance/effectiveness.
- G. Technology - The following RFP's are out for bid.
 - Classroom Technology (Interactive Touch Panel, Classroom Audio) - Riverside
 - Network Infrastructure (Switches) - District
 - Clock Replacement - Riverside
- H. Business Office - On January 13, 2026, our finance committee met and discussed our budget amendment proposals scheduled for the January 29, 2026 meeting for the entire Board of Education's review and action.
- I. Building & Grounds - None
- J. Food Service -The December Holiday meal in all buildings was a big success! We began serving coffee and cocoa alongside our breakfast service in the Jr/Sr. The drinks are sold as A La Carte items and only available to 9th-12th graders.
- K. School Nurse - Kindergarteners for 1/22 New requirement from the county like the vision and hearing screenings, parents are able to opt out with proof of dental screening from a dentist. Sent out consent letter notices for this on 1/7. Will start completing February audit for the state for Manchester District MCIR records for immunization reporting.
- L. PTSA - None
- M. PTO - None
- N. Board - None

SUPERINTENDENT REPORT - Detailed the CTE millage and planning that is happening with the WISD. Havey left meeting 7:51pm

PUBLIC PARTICIPATION - None

KUDOS

- Ashley Golka in Food Service was recognized for her willingness to help and step up to challenges that have occurred.

UPCOMING DATES

- February 13, 2026 - Early Release Day
- February 16, 2026 - Presidents Day- No School
- February 17, 2026 - Regular Board of Education Meeting - 6:00 p.m.

OTHER - MASB is a valuable resource for Board training. Snow drifts were responsible for the school closure. Now that they have been cleared, please be cautious of the icing.

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ADJOURNMENT

Motion by Wiitala, support by Tindall to adjourn meeting at 7:56pm.